



InteliChart Patient Portal V2.0

Help Document

Version 2.0

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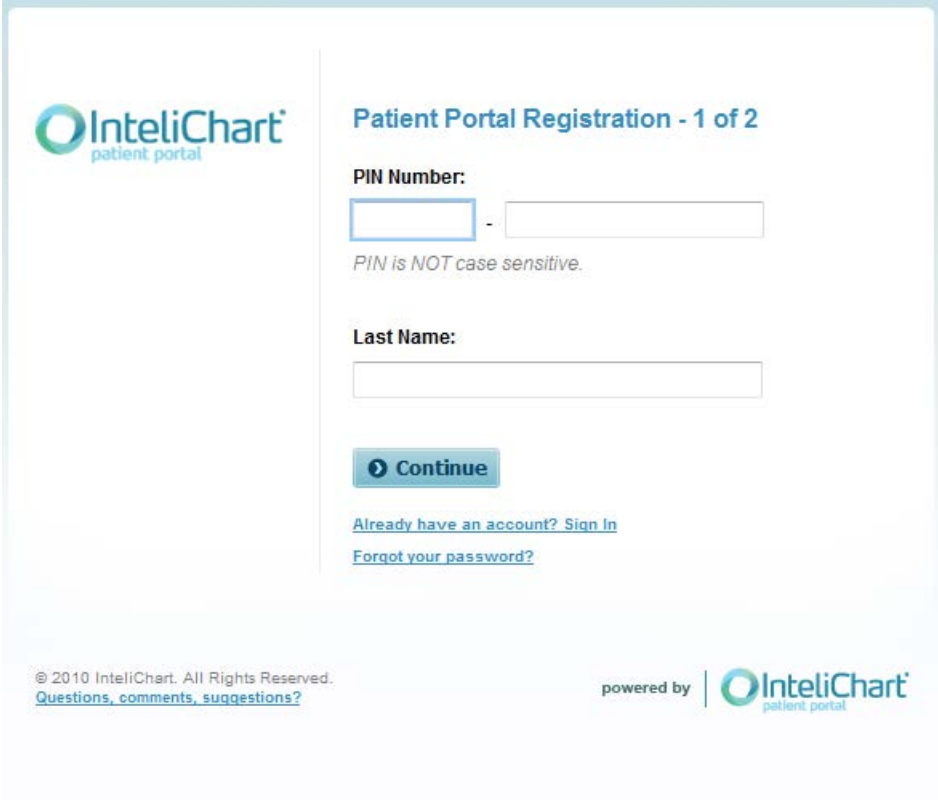
InteliChart Patient Portal User's Manual

Creating An Account

To create an Intelichart Account, visit the **Intelichart-Registration page** .

<http://192.168.1.208/PatientPortal/account/register-with-pin> (sample link, will vary by practice)

1. Users must enter the seven digit pin provided by the practice. These seven digits consist of alphanumeric characters, with three characters in the first-half of the pin and four characters in the second-half of the pin. **Note:** The seven-digit characters will be encrypted for security purposes.
2. Users must enter their last name.
3. Click Continue when completed.

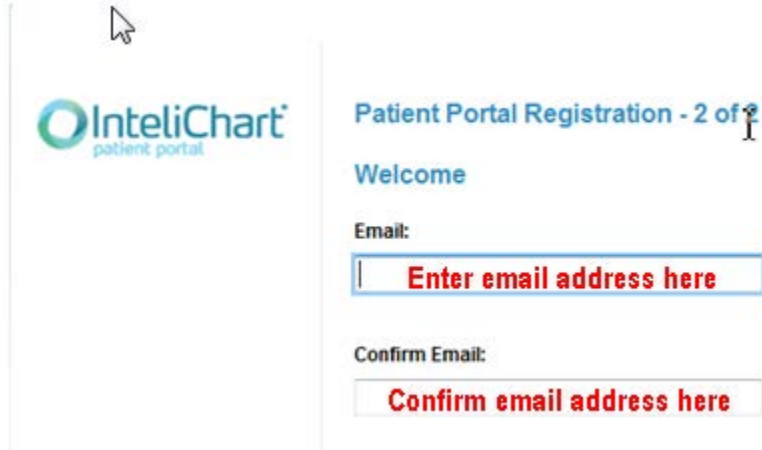


The screenshot shows the 'Patient Portal Registration - 1 of 2' page. On the left is the Intelichart patient portal logo. The main form area contains a 'PIN Number:' label above two input boxes separated by a hyphen, with a note 'PIN is NOT case sensitive.' below. Below this is a 'Last Name:' label above a single input box. A blue 'Continue' button with a right arrow is positioned below the last name field. At the bottom of the form area are two links: 'Already have an account? Sign In' and 'Forgot your password?'. The footer includes copyright information: '© 2010 Intelichart. All Rights Reserved. Questions, comments, suggestions?' and a 'powered by' logo for Intelichart patient portal.

Clicking the Continue button will launch the second page of the Intelichart Patient Portal Registration.

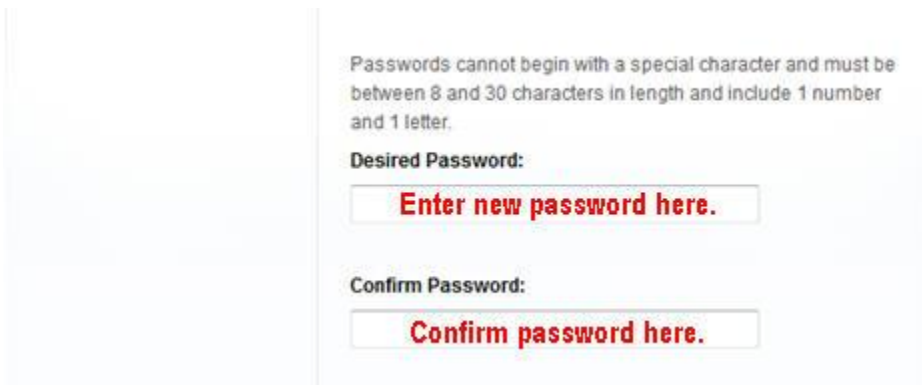
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Users must first enter a valid **email address**. The email address entered will be used as the user name to log into InteliChart Patient Portal from this point forward.



Next, users are prompted to enter a new password. **Passwords are case-sensitive, must be a minimum of eight characters, and must contain at least one number; do not start the password with a special character.**

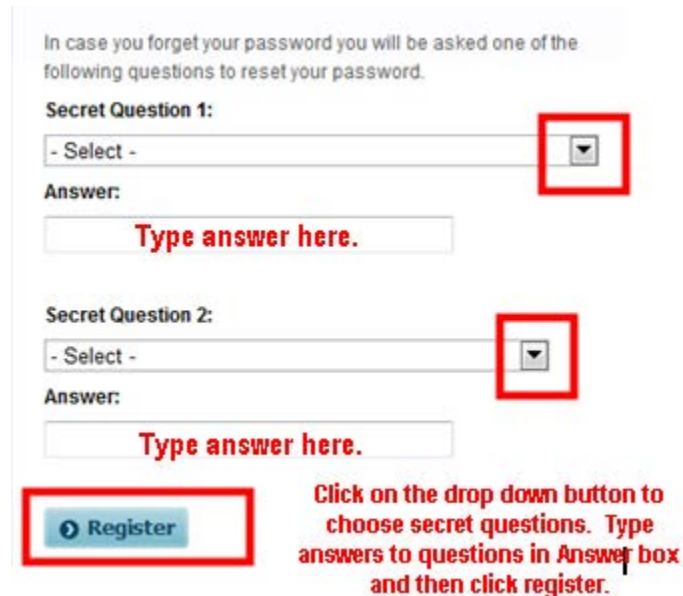
To confirm this new password, users must re-enter the password. If the passwords are not consistent, an error will appear, prompting users to re-enter the password and confirm it.



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Security Questions are required fields. Users must choose two different questions and supply the appropriate answer. These questions and answers will become part of a user's unique profile and will ensure the security of the person accessing InteliChart Patient Portal.

Note: Click on the dropdown arrow  to access different questions.



In case you forget your password you will be asked one of the following questions to reset your password.

Secret Question 1:

- Select - 

Answer:

Type answer here.

Secret Question 2:

- Select - 

Answer:

Type answer here.

 Register

Click on the drop down button to choose secret questions. Type answers to questions in Answer box and then click register.

Once the user has finished registering, they will receive a verification email. Click the link in that email to complete the registration process. The user now has a Patient Portal account.

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The user's Patient Portal account will give the user access to a variety of Patient Portal features, including Requesting Appointments, Requesting Medication Refills, Online Bill Payment, and many more. When creating an account, please keep these guidelines in mind:

- PIN and Last name is unique.
- At registration the user must provide a valid e-mail address from which they currently send and receive mail.
- The password should be at least 8-30 characters long, must contain at least one number and cannot start with a special character. Do not use a commonly used word. Select a unique combination of letters and numbers.
- Email verification is an important step to complete the registration.

Deactivate Account

To deactivate the account please call the practice. Please note that deactivating the account does not delete the account but temporarily suspends it.

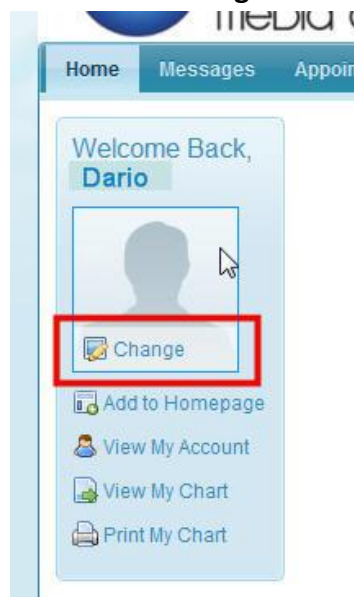
Reactivate Account

To reactivate the account, please call the Practice.

Change Profile Picture

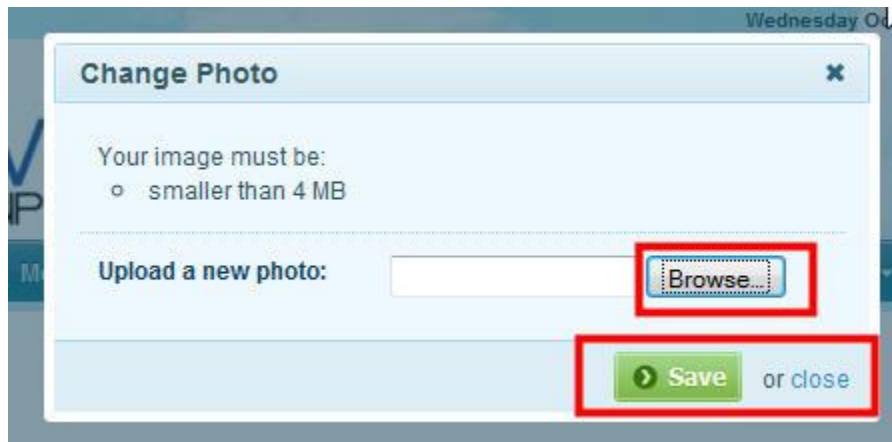
The user can personalize their Intelichart account by adding a picture to their profile. To change profile picture, on the homepage do the following

- Hover mouse over the profile picture and click **Change**.



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- Click “Browse” and choose the photo to upload as the profile picture. Then click “Save”.



The profile picture is now displayed.



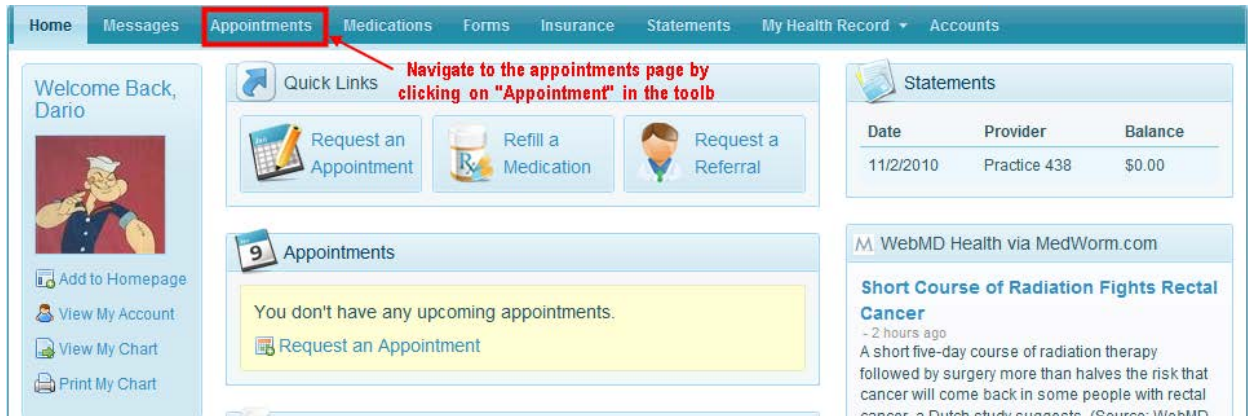
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Appointments and Referrals

Request an appointment

Appointment requests can be made online through Patient Portal.

To make an appointment navigate to the Appointments page.



- Click **Request an appointment**

Note: If the user does not have any upcoming appointments, they will not see this link

- Provide all the required information while requesting an appointment.

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The screenshot shows a web form for requesting an appointment. It includes fields for 'Practice' (set to 'Carolina Best'), 'Physician' (a dropdown menu), 'Reason for your appointment' (a dropdown menu), 'When did this begin?' (a date picker), and a text area for 'Please add any additional information you believe will be helpful:'. Below these is a section titled 'Preferred Appointment Times' with a checkbox for 'Next Available'. It then lists three choices for appointment times, each with a date picker and a time dropdown menu. A 'Submit' button is at the bottom.

Practice - is defaulted to the practice that the user visits.

Physician – The user can request an appointment with a preferred physician or any physician at the Practice. This is required information.

Reason for appointment – Provide a reason for the appointment. If the user does not see the appropriate reason listed, please select “Other” and they will be prompted to specify the reason. This is required information.

When did this begin? – Provide a date as to when the symptoms started.

Additional Info – The user can provide more information to support their reason for appointment.

Date and Time – The user can provide three date and time choices that best fits their schedule. At least one date and time is required. The user can also check “Next Available”.

- Click **Submit**.

At this point, the user has submitted an appointment request and the Patient Portal Workgroup should have an “Appointment Request” in their task inbox in Nextgen. When the appointment-administrator at the practice schedules the appointment, the user will receive a secure message in the message center confirming the appointment. The user will receive an Email alert prompting them to check their message in the Patient Portal. The appointment will be listed as an “Upcoming Appointment”.



No confidential information will be communicated through Email.

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Reschedule an appointment

To reschedule an upcoming appointment, on Appointments page, do the following

- Click **Reschedule**
- Provide all the required information while rescheduling an appointment.

The screenshot shows a web form for rescheduling an appointment. At the top, there is a label "Reason for rescheduling this appointment:" followed by a large text input area. Below this is a section titled "Preferred Appointment Times". It contains a checkbox labeled "Next Available" and a text instruction: "Select the following checkbox if you would like to get an appointment as early as possible." Underneath, there are three rows for selecting preferred times. Each row has a label ("First Choice:", "Second Choice:", "Third Choice:"), a date picker icon, and a time dropdown menu. The "Second Choice:" and "Third Choice:" labels are followed by the word "Optional" in italics. At the bottom right of the form is a green "Submit" button with a right-pointing arrow, and a link that says "or close".

- Click **Submit**

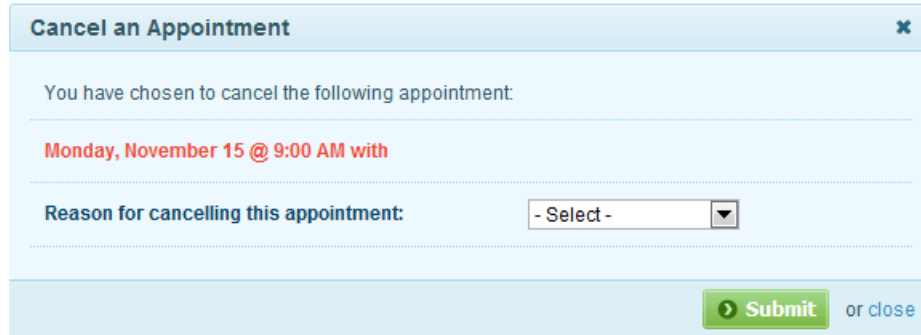
At this point, the user has submitted their appointment reschedule request and the Patient Portal Workgroup should have an "Appointment Reschedule Request" message in their task inbox in Nextgen. When the appointment-administrator at the practice reschedules the appointment, the user will receive a secure message in the message center confirming that the appointment has been rescheduled. The user will receive an Email alert prompting them to check their message in the Patient Portal. The appointment will be listed as an "Upcoming Appointment" with the rescheduled date and time.

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Cancel an appointment

To cancel an upcoming appointment, on Appointments page, do the following

- Click **Cancel**
- Provide all the required information.



The screenshot shows a light blue modal window titled "Cancel an Appointment" with a close button (X) in the top right corner. Inside the modal, the text "You have chosen to cancel the following appointment:" is followed by a dotted line and the appointment details "Monday, November 15 @ 9:00 AM with" in red. Below this, the text "Reason for cancelling this appointment:" is followed by a dropdown menu showing "- Select -". At the bottom right of the modal, there is a green "Submit" button with a right-pointing arrow and the text "or close" next to it.

- Click **Submit**.

At this point, the user has submitted their appointment cancellation request and the Patient Portal Workgroup should have an "Appointment Cancellation Request" message in their task inbox in Nextgen. When the appointment-administrator at the practice cancels the appointment, the user will receive a secure message in the message center confirming that the appointment has been cancelled. The user will receive an Email alert prompting them to check their message in the Patient Portal. The appointment will be removed from "Upcoming Appointment".

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Request a Referral

To request a referral, click on Appointments tab:

- Click **Request a Referral**
- The user will be presented with Request a Referral pop-up. Provide all the required information.

The screenshot shows the 'Appointments' tab selected in the top navigation bar. Below the navigation bar, there is a section titled 'Upcoming Appointments' with a calendar icon showing the number 9. A yellow message box states: 'You have no upcoming appointments but can request one below:'. To the right of this message, a red box highlights a link that says 'You can also Request a Referral'. Below the message box, there are four rows of form fields: 'Practice:' with the value 'Carolina Family Healthcare', 'Location:' with a dropdown menu showing 'Any Location', 'Physician:' with a dropdown menu showing 'Any Physician', and 'Reason for your' with a dropdown menu showing 'Back Pain'.

The screenshot shows a 'Request a Referral' pop-up form. At the top, there is a title bar with the text 'Request a Referral' and a close button (X). Below the title bar, there is a text area with the prompt 'Please give a brief description of the referral you are requesting:'. To the right of the text area is a large white box for the description. Below the text area, there is a section titled 'Preferred Appointment Times'. This section contains three rows of form fields: 'First Choice:', 'Second Choice:', and 'Third Choice:'. Each row has a text input field, a calendar icon, and a dropdown menu with the text '- Select -'. Below the 'Second Choice:' and 'Third Choice:' rows, the word 'Optional' is written. At the bottom right of the form, there is a green 'Submit' button with a right arrow icon, followed by the text 'or close'.

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Description of referral request – Provide a reason for the appointment. If the user does not see the appropriate reason listed, please select “Other” and the user will be prompted to specify the reason. This is required information.

Date and Time – The user can provide three date and time choices that best fits their schedule. At least one date and time is required. The user can also check “Next Available”.

- Click **Submit**.

At this point, the user has submitted their referral request and the Patient Portal Workgroup should have a “Referral Request” message in their task inbox in Nextgen. When the appointment-administrator at the practice schedules the referral-appointment, the user will receive a secure message in the Message center confirming the referral-appointment. The user will receive an Email alert prompting them to check their message in the Patient Portal. The referral-appointment will be now listed as an “Upcoming Appointment”



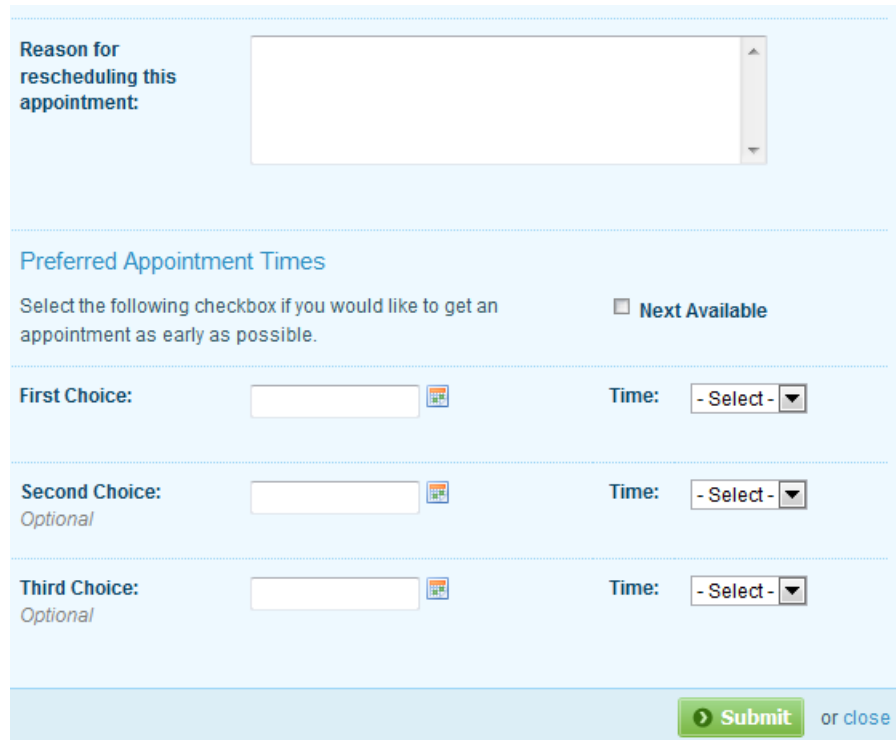
No confidential information will be communicated through Email.

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Reschedule a Referral Appointment

To reschedule an upcoming referral appointment, click on Appointments tab:

- Click **Reschedule**
- The user will be presented with Reschedule an Appointment pop-up. Provide all the required information.



The form is titled "Reschedule an Appointment" and is divided into several sections. The first section, "Reason for rescheduling this appointment:", contains a large text area for the user to provide details. The second section, "Preferred Appointment Times", includes a checkbox labeled "Next Available" and a text prompt: "Select the following checkbox if you would like to get an appointment as early as possible." Below this, there are three rows for selecting preferred times. Each row has a label ("First Choice:", "Second Choice:", "Third Choice:"), a text input field, a calendar icon, and a "Time:" dropdown menu. The "Second Choice:" and "Third Choice:" labels are followed by the word "Optional". At the bottom right of the form is a green "Submit" button with a right-pointing arrow, and a blue "or close" link.

- Click **Submit**

At this point, the user has submitted their referral -appointment reschedule request and the Patient Portal Workgroup should have a "Referral-Appointment Reschedule Request" message in their task inbox in Nextgen. When the appointment-administrator at the practice reschedules the referral-appointment, the user will receive a secure message in the message center confirming that the referral-appointment has been rescheduled. The user will receive an Email alert prompting them to check their message in the Patient Portal. The referral appointment will be now listed as an "Upcoming Appointment" with the rescheduled date and time.

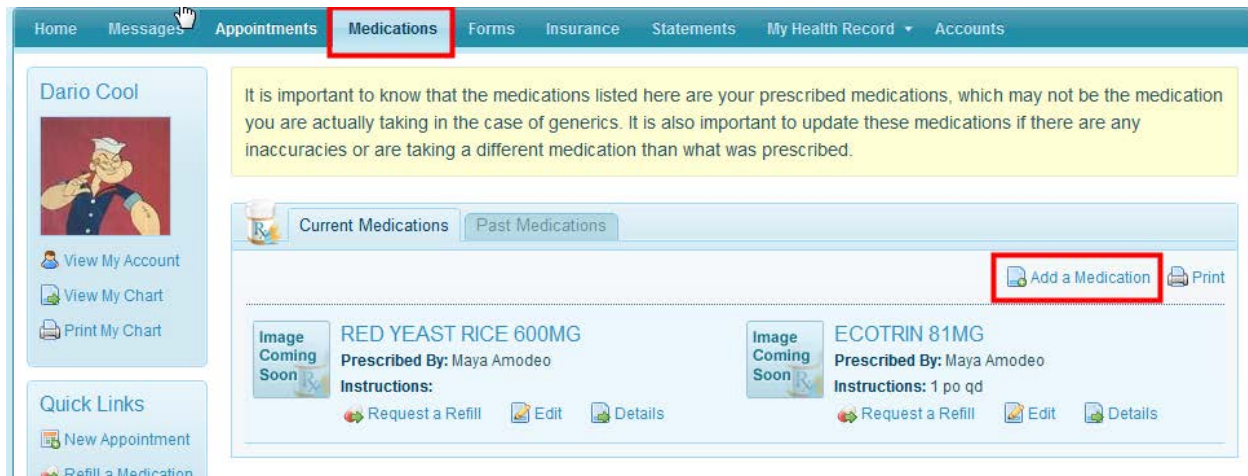
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Medications

Add a Medication

The user can keep track of their prescribed medications and communicate their current and past medications with their physician through Patient Portal. These medications can be either prescription-drug or OTC.

To add a medication, navigate to the “Medications” link in the toolbar.



- Click on **Add a Medication**
- The user will be presented with Add a Medication pop-up. Provide all the data unless otherwise marked as optional.

A screenshot of the 'Add a Medication' pop-up form. The form has a title bar with a close button. It contains the following fields: 'Medication Name:' (text input), 'Start Date:' (text input with a calendar icon), 'Are you currently taking this medication?' (dropdown menu with '- Select -'), 'Prescribed By:' (text input), 'Instructions:' (text input), 'Dose:' (text input), 'Quantity:' (text input), 'Refills:' (text input), and 'Medication Type:' (dropdown menu with '- Select -'). A note above the 'Start Date' field states: 'All of the following fields are optional.' At the bottom right, there is a green 'Save' button and a link 'or close'.

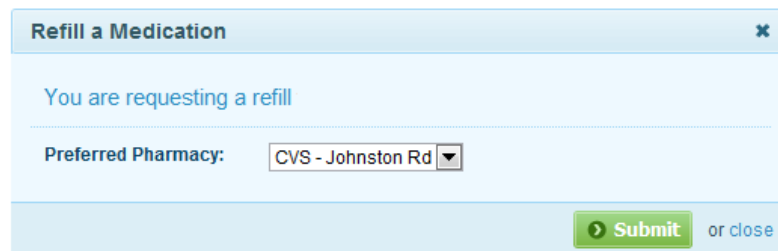
- Click **Save**.
- The user's medications will be listed in the Medications field. To make any changes to the medication, click Edit.

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Request a Medication Refill

A request for a medication refill can be made only on medications prescribed by the user's physician. Click **Request a Refill**

- The user will be presented with Refill a Medication pop-up. Select a Pharmacy from **Preferred Pharmacy**.

A screenshot of a web-based pop-up window titled "Refill a Medication" with a close button (X) in the top right corner. The window has a light blue background. Below the title bar, it says "You are requesting a refill". Underneath, there is a label "Preferred Pharmacy:" followed by a dropdown menu showing "CVS - Johnston Rd". At the bottom right, there is a green "Submit" button with a right-pointing arrow and the text "or close" next to it.

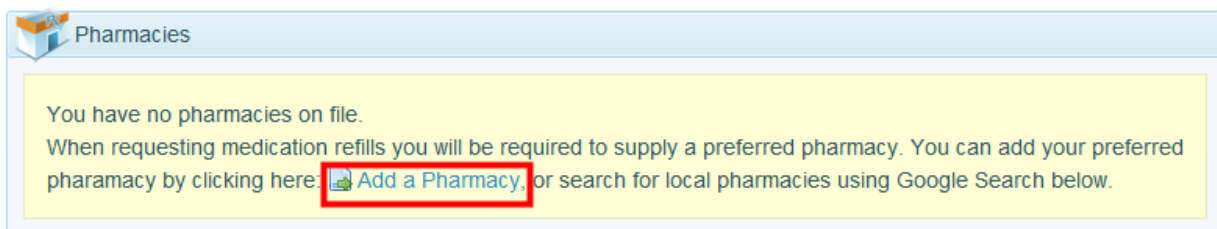
Note that the Preferred Pharmacy list is same as the one listed in Pharmacies in Nextgen EHR File Maintenance.

- Click **Submit**

Add a Pharmacy

By adding a pharmacy the user can save a list of their preferred pharmacies.

Click **Add a Pharmacy**

A screenshot of a web interface section titled "Pharmacies" with a small pharmacy icon. Below the title is a yellow message box containing the text: "You have no pharmacies on file. When requesting medication refills you will be required to supply a preferred pharmacy. You can add your preferred pharmacy by clicking here: [Add a Pharmacy](#), or search for local pharmacies using Google Search below." The "Add a Pharmacy" link is highlighted with a red rectangular box.

- The user will be presented with Add a Pharmacy pop-up. Provide as much data as possible, since all data on this is optional.

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Add a Pharmacy

Pharmacy Name:

Address

Address Line 1: Address Line 2:

City: State/Province: Zip/Postal Code:

Contact

The following fields are optional.

Phone: Website:

Preferred Pharmacy

☐ Would you like to make this your preferred pharmacy?

or close

- Click **Save**.

The Pharmacy is now listed under the Pharmacies. The user can also search for a pharmacy in the practice's location and then save it to the pharmacy list. To make any changes to the pharmacy information, click Edit.

The user can also search for a pharmacy by name and/or zip code.

Find Pharmacies powered by Google

Search Term:

i.e. Walgreens or CVS

Location:

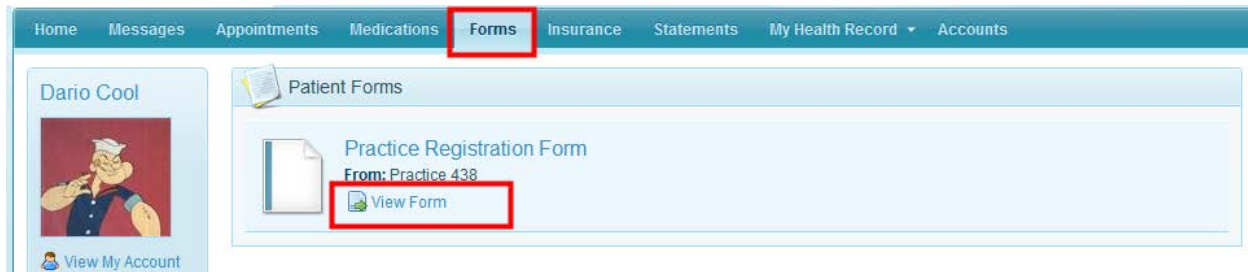
By default we use your Zip Code on file. You may enter in anything you want here.

Enter Pharmacy name and zip code, then click "Search Pharmacies".

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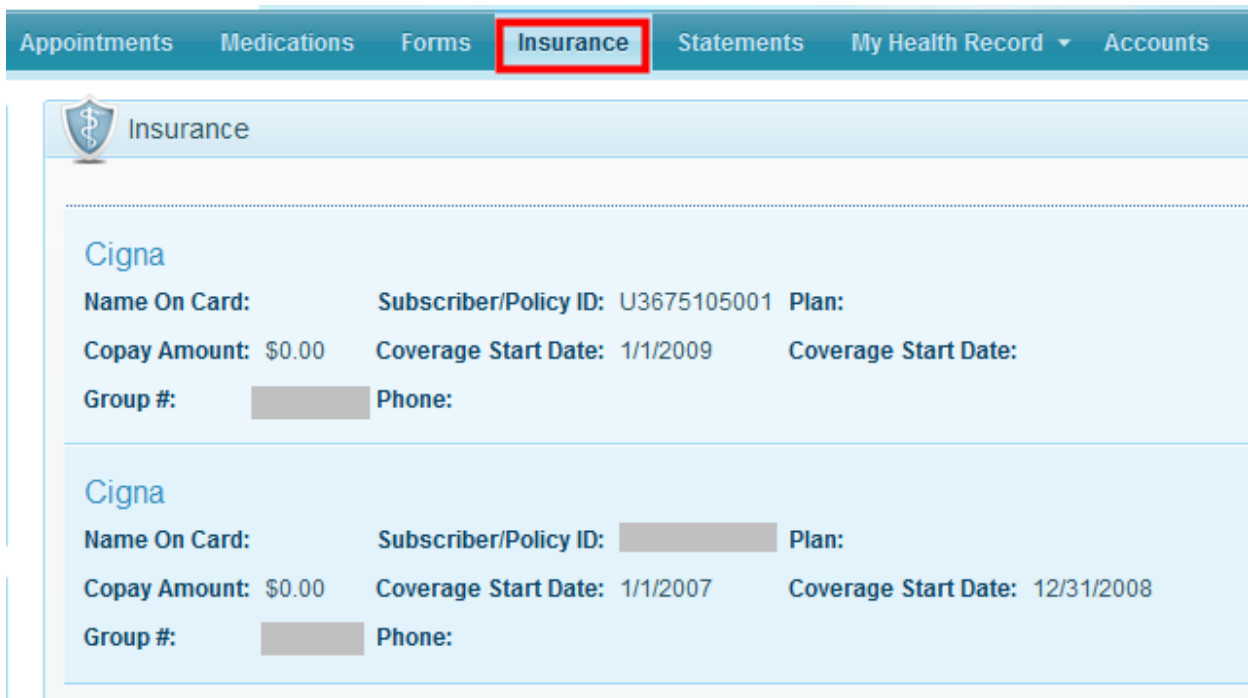
Forms

The user can access and print patient registration forms from this tab. These forms are read only; the user will print form and complete and bring to the practice.



Insurance

- Insurance policies can be viewed by clicking on the “Insurance” tab.

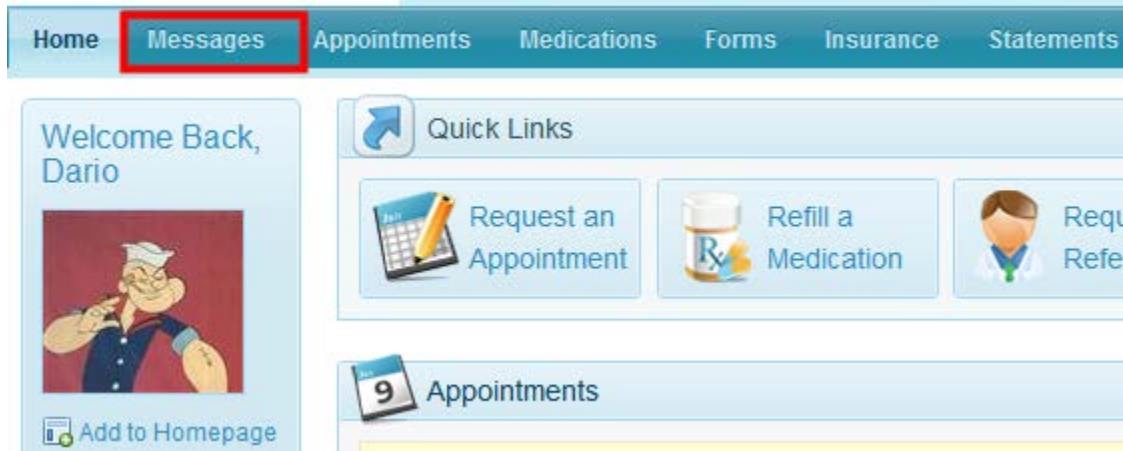


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Message Center

Messages are secured and give the ability to **Write New Message**, view incoming messages in the **Inbox** tab and view outgoing messages in the **Sent** tab. The user has the ability to send/receive messages to/from the practice.

Within Message center, the user can **Reply**, **Forward** and **Delete** a message.



Search Messages gives the ability to search for a message with a particular text.

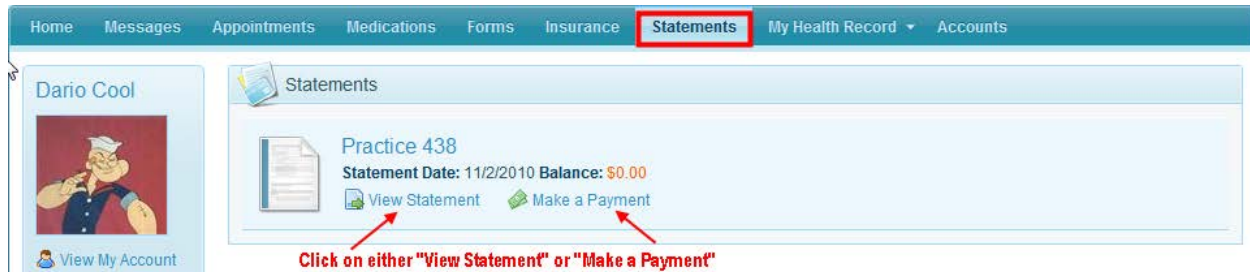
A screenshot of the 'Write New Message' form in the InteliChart Patient Portal. The form has a light blue background. At the top, there are tabs for 'Inbox (0 unread)' and 'Sent', and a 'Write New Message' button. Below the tabs, there is a 'Send' button. The 'To:' field is a dropdown menu with '- Select -' as the current selection. The 'Subject:' field contains the text 'Message Subject Here'. Below the subject field, there is a text area for the message body, which contains the placeholder text 'Free text message in this field'. There are four red boxes with numbers 1 through 4 pointing to specific elements: 1 points to the 'Write New Message' button, 2 points to the 'Subject:' field, 3 points to the message body text area, and 4 points to the 'Send' button. The text area also includes a font family dropdown set to 'Arial' and a font size dropdown set to '12', along with buttons for bold (B), italic (I), and underline (U).

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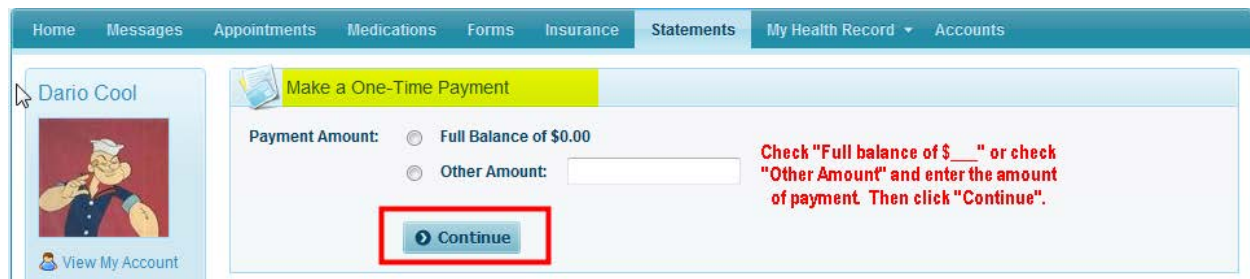
Make a Payment

To make a payment on an outstanding statement, click on the Statements tab:

- Click on **Make a Payment**.



- Choose either "Full Balance" or "Other Amount".
- Click Continue.



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- Enter all required information and click continue.

Make a One-Time Payment

Payment Method: * **VISA**

VISA **AMERICAN EXPRESS** **DISCOVER** **MasterCard** **ACH**

Enter card information

Card Number * **Credit Card Number** Name on Card * **Name on Credit Card** Expiration Date * **Select** CVV * **Credit Card Securit #**

Billing Information

(This address must match your card/Bank statement address)

First Name: * **Dario**
Last Name: * **Cool**
Address1: * **101 High Street**
Address2:
City: * **MyTown**
State: * **NC**
Zip: * **12345**
Email: **your email address here**
Confirm Email:
Phone: * **1000000101**

Complete all required information, then click "Continue"

Back **Continue**

- Verify payment information, check payment authorization box and click continue.

Make a One-Time Payment

Payment Method:
VISA : ***-9999
Exp : 1/2014
Payment Amount: \$0.00
Billing Address:
Name: Dario Cool
Address: 101 High Street

MyTown NC, 12345
Email: your email address here
Phone: 1000000101

☒ Check this box to authorize payment

Back **Continue**

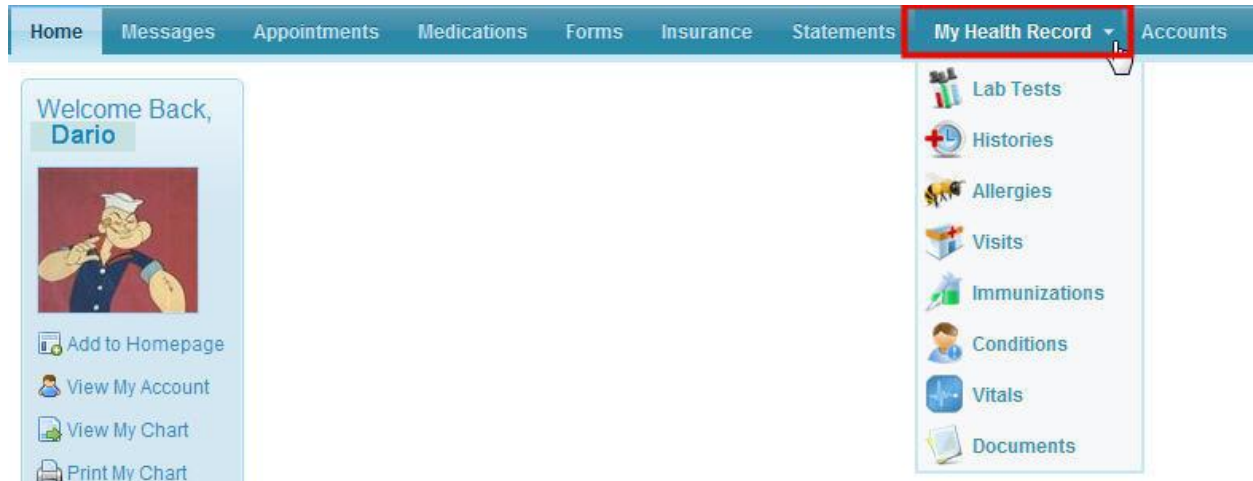
Note that, on the Statements page, the user can see the date the Statement was posted and the outstanding amount in red. To see the details of the Statement, click on **View Statement**.

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Chart Summary

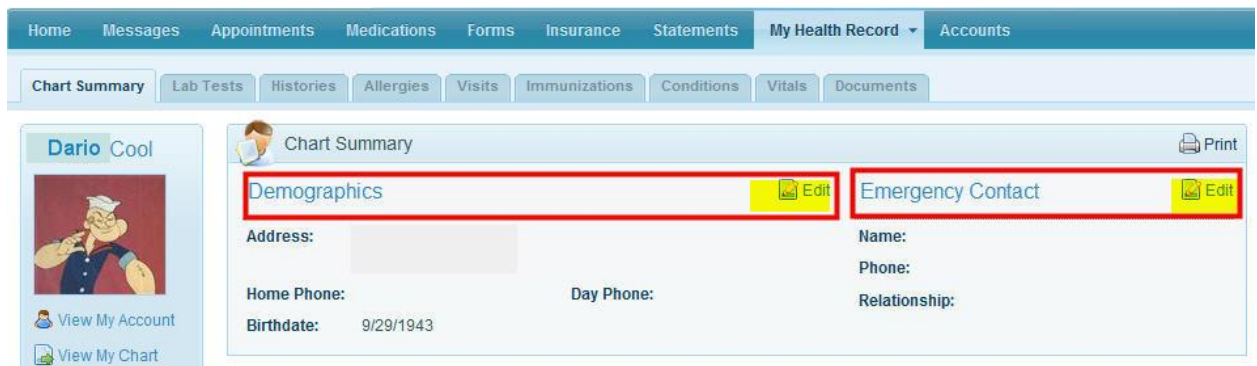
My Health Record

My Health Record provides an overview of Lab Tests, Histories, Allergies, Visits, Immunizations, Conditions, Vitals and Documents. The most recent 5 records will display on each widget. To see any particular health record in more detail, click on the widget title or click on respective tab. Hovering over My Health Record will expand the My Health Record menu.



Within Chart Summary, the user can also edit the Demographics and Emergency Contact.

- Click on respective **Edit**.
- Make change
- Click Submit



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- To edit demographics, click “Edit”. The “Demographics Edit” template will open, make any necessary changes, then click “Save”

Demographics Edit

Name

First: Dario Middle: James Last: Cool

Prior Last Name: Preferred Name:

Address

Address Line 1: 101 High Street Address Line 2:

City: MyTown State/Province: NC Zip/Postal Code: 12345

Contact

Home Phone: (100) 000-0101 Work Phone: Date of Birth: 10/3/1965

Save or close

To edit emergency contact, click “Edit”. The “Edit Emergency Contact” template will open, make any necessary changes, then click “Save”.

Edit Emergency Contact

Name: First Name: Jane Last Name: Cool

Phone: 803-555-9999

Relationship: Spouse

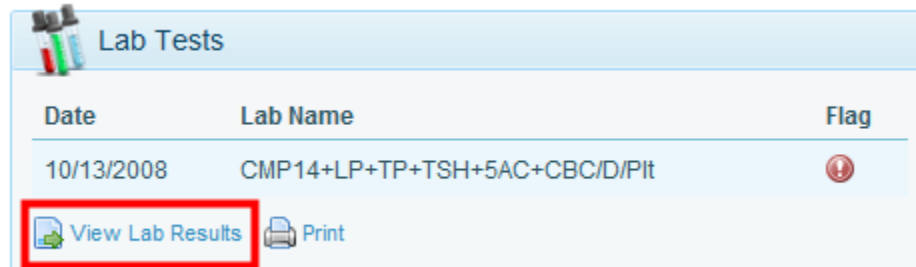
Save or close

The changes to Demographics and Emergency Contact will be made instantly.

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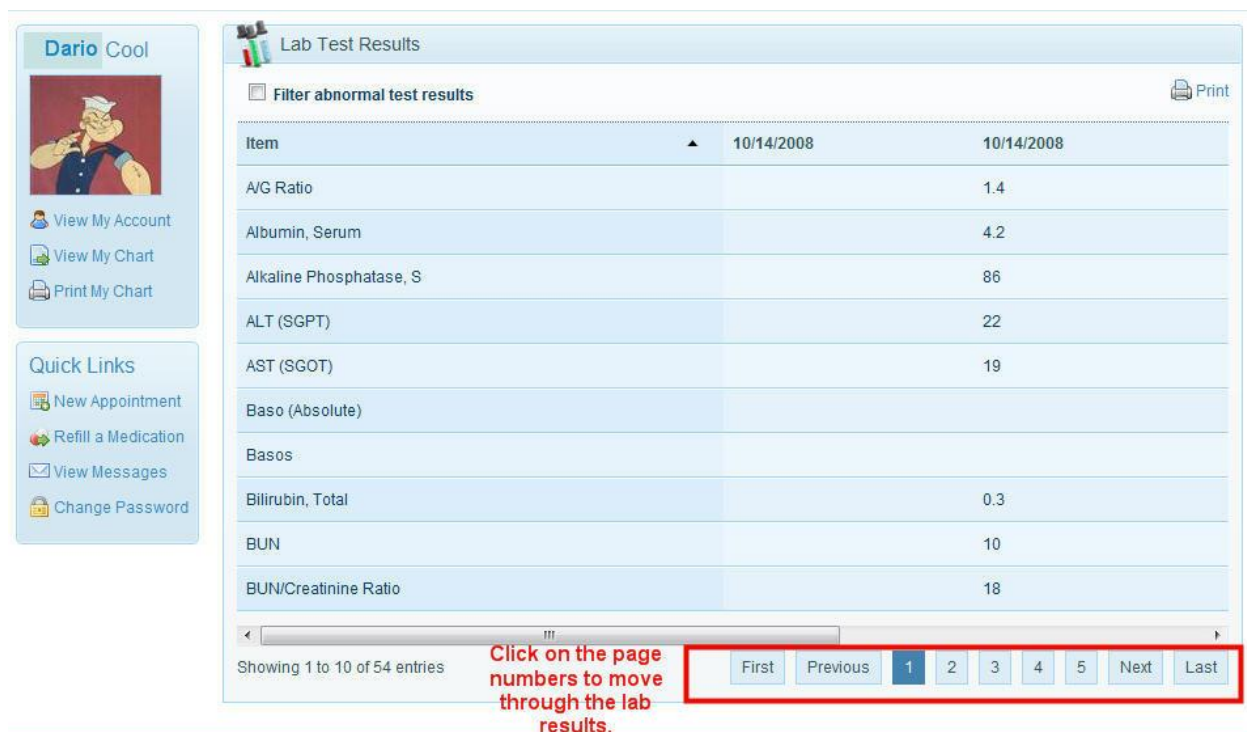
My Health Record - Lab Tests

Lab results can be viewed in the Lab Tests page by clicking on “View Lab Results”.



Lab Tests		
Date	Lab Name	Flag
10/13/2008	CMP14+LP+TP+TSH+5AC+CBC/D/Pit	
View Lab Results Print		

After clicking on “View Lab Results” the Lab Test Result window will open. Different lab results may be viewed by clicking on the page numbers at the bottom of the page.



Lab Test Results		
☐ Filter abnormal test results	Print	
Item	10/14/2008	10/14/2008
A/G Ratio		1.4
Albumin, Serum		4.2
Alkaline Phosphatase, S		86
ALT (SGPT)		22
AST (SGOT)		19
Baso (Absolute)		
Basos		
Bilirubin, Total		0.3
BUN		10
BUN/Creatinine Ratio		18

Showing 1 to 10 of 54 entries

Click on the page numbers to move through the lab results.

First Previous 1 2 3 4 5 Next Last

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My Health Record - Histories

Social History can be edited in the Histories tab.

- Click **Edit Social history**

The screenshot shows the patient portal interface for Dario Cool. The 'Histories' tab is selected and highlighted with a red box. Below the tabs, the 'Social History' section is displayed. The 'Edit Social History' button is highlighted with a red box. The form contains the following data:

Birthplace:	Albemarle	Children:	Occupation:
Marital Status:		Education Level:	college
Retired:	No	Carbon Monoxide Detector:	No
Activity:	None	Alcohol:	None
Caffeine:	None	Tobacco:	None

- Edit My Social History window will open. The window has four tabs: General, Activities, Alcohol Use and Tobacco Use, make any changes necessary. All data is optional.

The screenshot shows the 'Edit My Social History' window. The 'General' tab is selected and highlighted with a red box. The form contains the following fields:

- Birthplace: Pleasantville
- Occupation: Enter Occupation Here
- Marital Status: - Select -
- Education Level: - Select -
- Retired: No
- Carbon Monoxide Detector: No
- Children: ☐ I don't have children
- Sons: 1
- Daughters: 2
- Caffeine: ☒ I don't use caffeine
- Type:
- Amount per Day: 0

The 'Save' button is highlighted with a red box.

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Edit My Social History

General **Activities** Alcohol Use Tobacco Use

Health/fitness club member: Yes

Activities
You don't have any activities on file.

Add Activity

Description: Running Frequency: 5 x week Hours/Week: 10

Description: Golfing Frequency: Occasionally Hours/Week: 2

Additional activities can be added by clicking the "Add Another Activity" hyperlink.

[Add Another Activity](#)

[Save](#) or close

Edit My Social History

General Activities **Alcohol Use** Tobacco Use

Do you currently drink alcohol? Yes Frequency: 1-2 drinks per week

Start Age: 25 Type: Scotch Family Problems? No

Last Alcohol Use: 10/15/2010

[Save](#) or close

Edit My Social History

General Activities Alcohol Use **Tobacco Use**

Have you ever used tobacco? Yes Do you currently use tobacco? No

Amount per Day: 1 pk Type: Cigarette Years Using Tobacco: 10

Quit Attempts 1

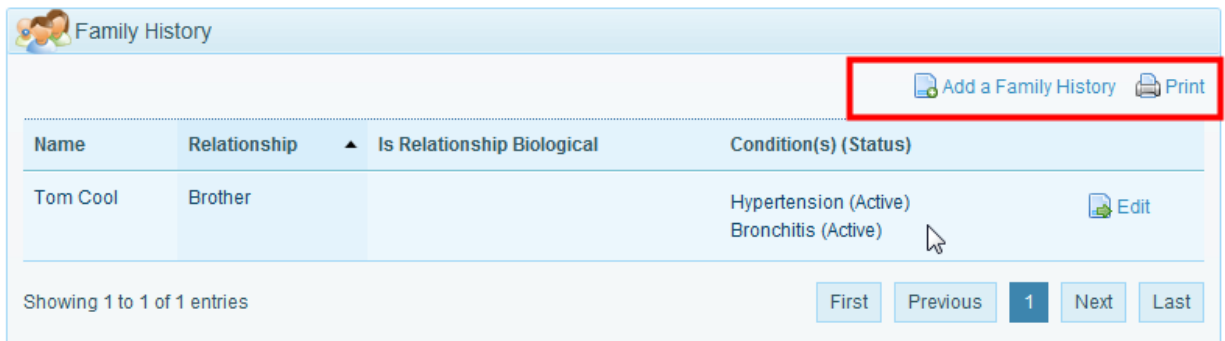
[Save](#) or close

- Click **Save**

InteliChart Patient Portal User's Manual

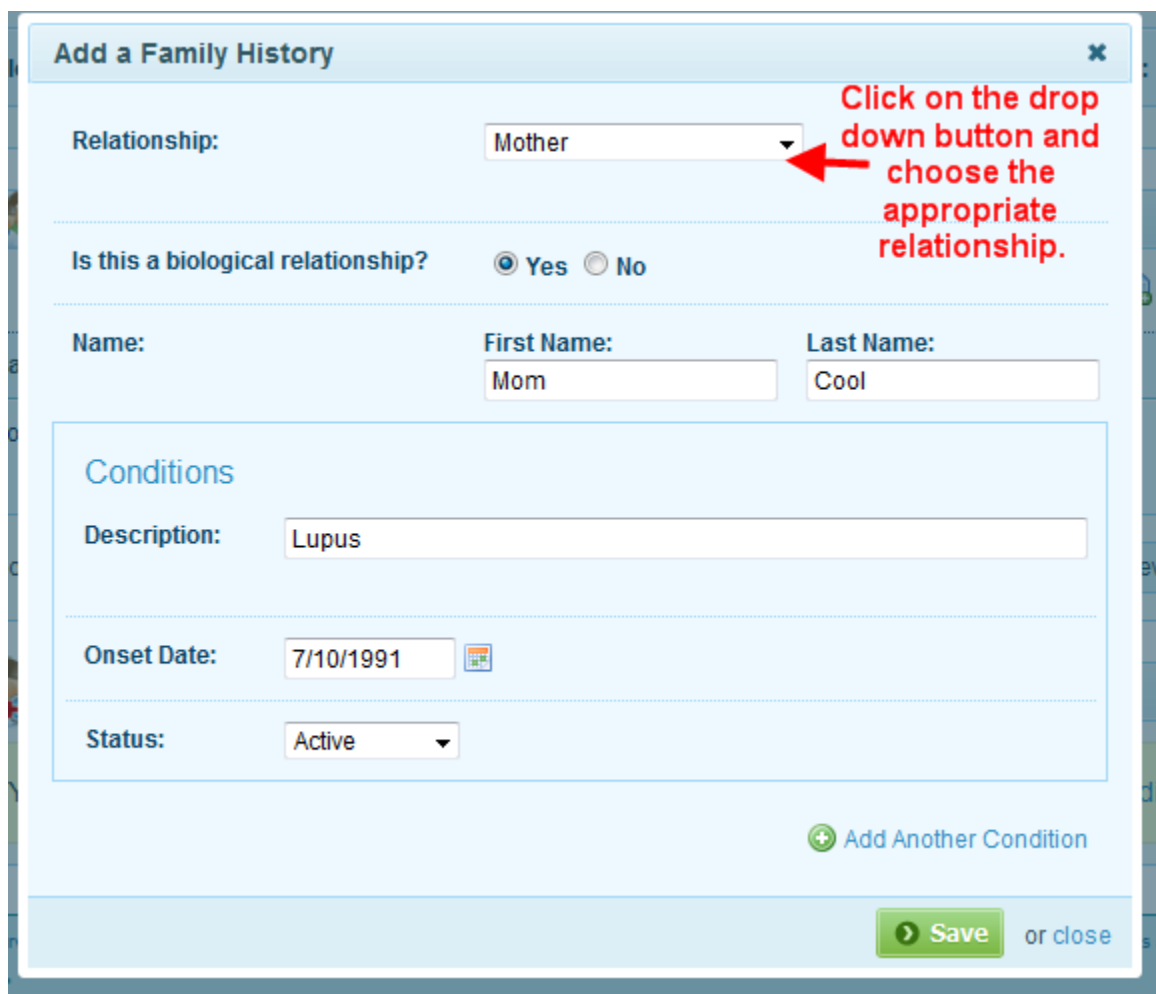
Family History can be edited in the Histories tab.

- Click **Add a Family History**



The screenshot shows the 'Family History' tab with a table of entries. A red box highlights the 'Add a Family History' and 'Print' buttons in the top right corner. The table has columns for Name, Relationship, Is Relationship Biological, and Condition(s) (Status). One entry is visible for Tom Cool, Brother, with conditions Hypertension (Active) and Bronchitis (Active). Navigation buttons (First, Previous, 1, Next, Last) and a status bar (Showing 1 to 1 of 1 entries) are at the bottom.

Name	Relationship	Is Relationship Biological	Condition(s) (Status)
Tom Cool	Brother		Hypertension (Active) Bronchitis (Active)



The screenshot shows the 'Add a Family History' pop-up form. A red arrow points to the 'Relationship' dropdown menu, which is currently set to 'Mother'. A red text box next to the arrow says: 'Click on the drop down button and choose the appropriate relationship.' The form includes fields for 'Is this a biological relationship?' (Yes/No), 'Name' (First Name: Mom, Last Name: Cool), 'Conditions' (Description: Lupus, Onset Date: 7/10/1991, Status: Active), and a '+ Add Another Condition' button. At the bottom are 'Save' and 'or close' buttons.

Add a Family History

Relationship: Mother

Is this a biological relationship? ☒ Yes ☐ No

Name: First Name: Mom Last Name: Cool

Conditions

Description: Lupus

Onset Date: 7/10/1991

Status: Active

+ Add Another Condition

Save or close

Family history will be added instantly. Each family history will be in a widget. To add multiple Family History, in the pop-up, click on **Add Another Condition**.

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To make changes to Family history, click Edit.

To remove a Family history, hover over the title bar of the widget and click remove.

To add a **Past Medical History**, do the following on the Histories page

- Click **Add Past Medical History**
- The user will be presented with **Add a Past Medical History Record** pop-up. Provide all the required information.

Past Medical History

[Add a Past Medical History](#) [Print](#)

Date	Diagnosis / Disease	Procedure	Physician / Facility
	Hyperlipidemia		Details / Edit
	Osteopenia		Details / Edit

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

Add a Past Medical History Record

Diagnosis Date: 10/13/2010

Diagnosis/Disease: Gallstones

All of the following fields are optional

Procedure:

Hospital Name:

Rendering Provider:

Medical System:

Select an item from the list:

- Gallstone Disease or medical condition
- Cholesterol stones Disease or medical condition
- Gallbladder Adenocarcinoma Disease or medical condition

[view more](#)

Your item not in the list?

[Close](#) (Shift+Enter)

[Save](#) or close

Add a Past Medical History Record

Diagnosis Date: 10/13/2010

Diagnosis/Disease: Gallstones

All of the following fields are optional.

Procedure: gall bladder removed

Hospital Name: Enter Hospital Name Here

Rendering Provider: Enter Rendering Physician Here

Medical System: Enter Medical System Here

Save or close

My Health Record – Allergies

To add an **Allergy**, click on the Allergies tab on the Histories page

- Click **Add an Allergy**
- The user will be presented with **Add an Allergy** pop-up. Provide all the required information.

Chart Summary Lab Tests Histories **Allergies** Visits Immunizations Conditions Vitals Documents

Dario Cool

Add an Allergy Print

First Observed	Description	Reaction	Severity	Status
	No known allergies			Not specified

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

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Add an Allergy

Allergy:

Bee Sting

Reaction:

Shortness of Breath

First Observed:

1998

End Date:

Type:

Other

Severity:

Severe (May require emergency medical attention)

Status:

Active (This is a current allergy)

Save

or close

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My Health Record – Visits

To add a visit, on the Visits page, do the following

- Click **Add a Visit**
- The user will be presented with **Add a Visit** pop-up. Provide all the required data.
- Click **Save**

The visit data will be added instantly. To view details of the date and time of the visit or edit a visit, click “Details/Edit”.

The screenshot shows the 'Visits' tab selected in the top navigation bar. On the left, there is a user profile for 'Dario Cool' with a cartoon image and links to 'View My Account', 'View My Chart', and 'Print My Chart'. Below this is a 'Quick Links' section with 'New Appointment', 'Refill a Medication', 'View Messages', and 'Change Password'. The main content area is titled 'Visits' and contains a red instruction: 'Previous visits will show on this screen. Click "Add Visit" to provide information about additional visits.' An 'Add Visit' button is highlighted with a red box. Below the instruction is a table of visits:

Date	Reason For Visit	Procedure	Location	
4/2/2009		Abn Cardiovasc Study Nos	Location 562	Details / Edit
3/12/2009	Berkeley results	Mixed Hyperlipidemia	Location 562	Details / Edit
2/20/2009			Location 562	Details / Edit
10/2/2008		Routine Medical Exam	Location 562	Details / Edit
9/18/2008	establish care	Malaise And Fatigue Nec	Location 562	Details / Edit

At the bottom of the table, it says 'Showing 1 to 5 of 5 entries' and has navigation buttons: 'First', 'Previous', '1' (selected), 'Next', and 'Last'.

The 'Add a Visit' pop-up form contains the following fields:

- Date:** 9/6/2010
- Reason For Visit:** Annual Physical
- Location:** Dr. Feelgood's
- Discharge Date:** (empty)
- Procedure:** Physical Exam
- Visit Type:** Office

Below these fields, it states: 'All of the following fields are optional.' and 'Complete all applicable fields.' At the bottom right, there is a green 'Save' button highlighted with a red box, followed by the text 'or close'.

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My Health Record – Immunizations

To add an immunization, on the Immunizations page, do the following

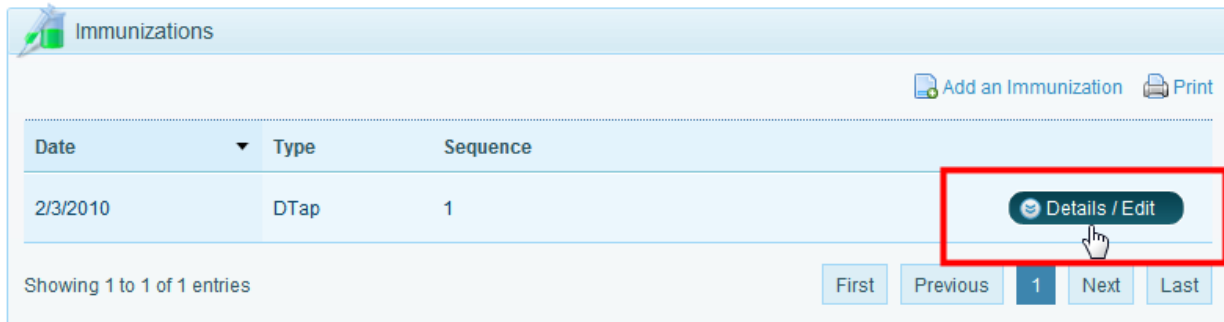
- Click **Add an Immunization**
- The user will be presented with **Add an Immunization** pop-up. Provide all possible data.
- Click **Save**

The screenshot shows the Intelichart Patient Portal interface. At the top, there is a navigation bar with tabs: Chart Summary, Lab Tests, Histories, Allergies, Visits, Immunizations (highlighted with a red box), Conditions, Vitals, and Documents. On the left side, there is a user profile for Dario Cool, featuring a cartoon image of a sailor and links to View My Account, View My Chart, and Print My Chart. The main content area is titled 'Immunizations' and displays a message: 'You don't have any immunizations on file.' To the right of this message is a button labeled 'Add an Immunization Record' (highlighted with a red box).

The screenshot shows a pop-up window titled 'Add an Immunization Record' with a close button (X) in the top right corner. The form contains the following fields: 'Immunization Date:' with a date picker showing '2/3/2010'; 'Name:' with a text input field containing 'DTap'; a note stating 'All of the following fields are optional.'; 'Sequence:' with a text input field containing '1'; and 'Comments:' with a large text area containing 'Free text comments here.'. At the bottom right of the form is a green button labeled 'Save' (highlighted with a red box) followed by the text 'or close'.

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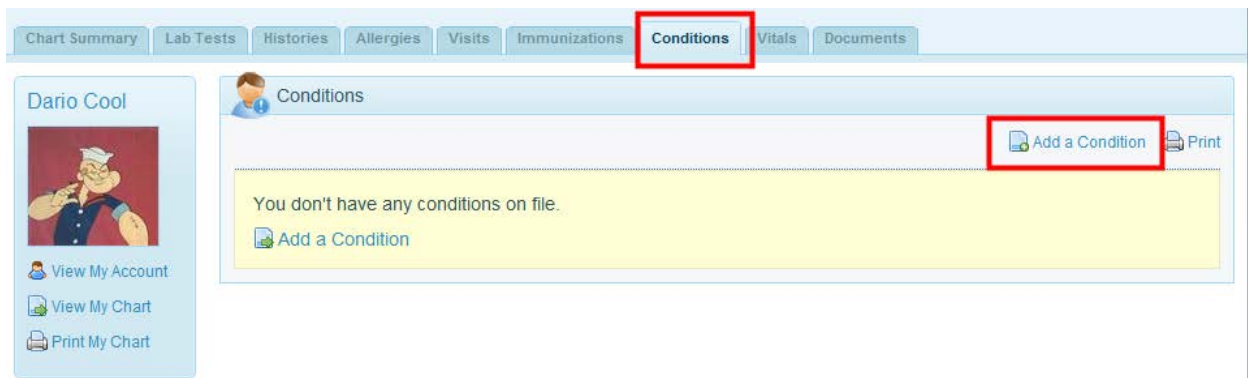
The immunization data will be added instantly. To view details of an immunization or edit a visit, click “Details/Edit”:



My Health Record – Conditions

To add a condition, on the Conditions page, do the following

- Click **Add an Condition**
- The user will be presented with **Add an Condition** pop-up. Provide all the required data.
- Click **Save**



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Add a Condition

Description:

All of the following fields are optional.

Onset Date:

End Date:

Status:

[Save](#) [Cancel](#)

The condition data will be added instantly. To view details of a condition or edit a visit, click “Details/Edit”:

My Health Record – Vitals

To add a vital, on the Vitals page, do the following

- Click **Add a Vital**
- The user will be presented with **Add a Vital** pop-up. Provide all the required data.

Vitals

[Add a Vital](#) [Print](#)

Date	Blood Pressure	Weight (lbs)	Height	BMI	Heart Rate	
3/12/2009	93/54	154		26.4	72	Details / Edit
2/20/2009	0/0	153.6		26.4		Details / Edit
10/2/2008	90/60	149.6	5' 4"	25.7	62	Details / Edit
9/18/2008	100/60	149	5' 4"	25.6	60	Details / Edit

Showing 1 to 4 of 4 entries

[First](#) [Previous](#) [1](#) [Next](#) [Last](#)

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Add a Vital Record

Date Recorded: 10/29/2010 Age: 45

All of the following fields are optional.

Blood Pressure: 120 / 80

Weight: (lbs) 185

Height: Feet: 6 Inches: 1

BMI: Automatically calculated based on your weight and height: 24.41

Temperature: 99

Heart Rate: 76

Respiration Rate: 16

Save or close

- Click **Save**

The vitals data will be added instantly. To view details of a vital or edit a visit, click "Details/Edit":

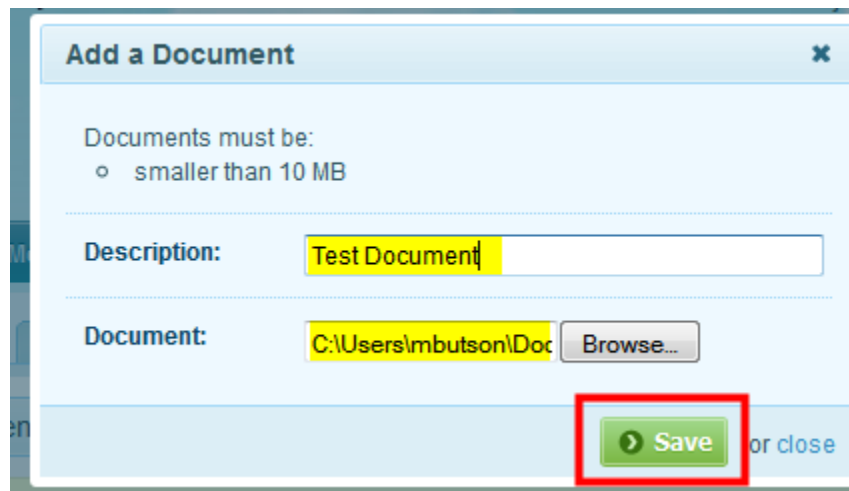
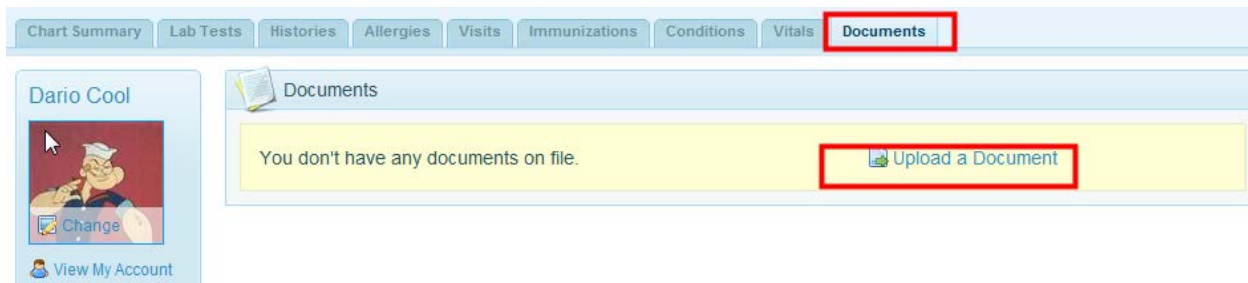
Date	Blood Pressure	Weight (lbs)	Height	BMI	Heart Rate	
10/29/2010	120/80	185	6' 1"	24.4	76	Details / Edit

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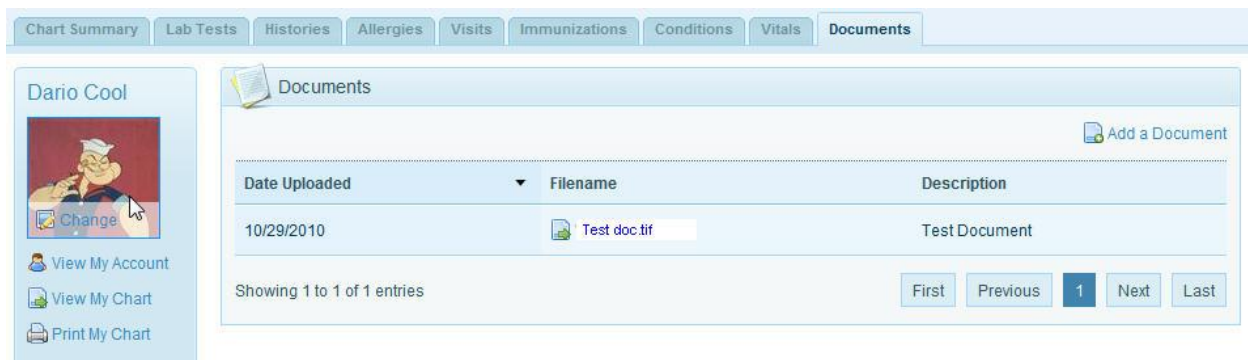
My Health Record – Documents

To add a document, on the Documents page, do the following

- Click **Upload a Document**
- The user will be presented with **Add an Document** pop-up. Browse for and choose appropriate document.
- Click **Save**



The document will be added to the user's document page.



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Home

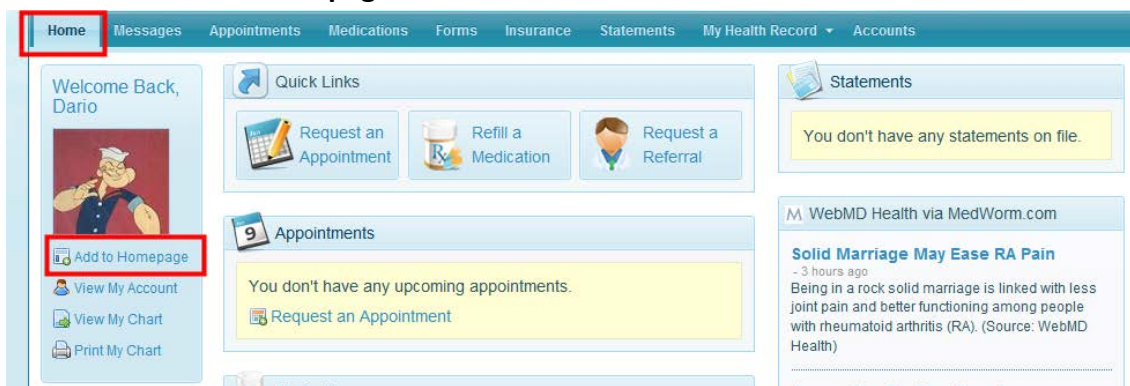
Add A Widget

Widgets, on the homepage, offers a quick and concise view to the user's records/data such as Office visits, Hospital visits, Allergies, Conditions, Immunizations, Past Medical History, Family History, Social History, Vitals, Medications, Lab Tests, Appointments and Statements.

The widgets will show only the most recent five records/data. The user can see all the records in the respective pages. Click the widget title link to go to the respective page or through the navigation tab on the top.

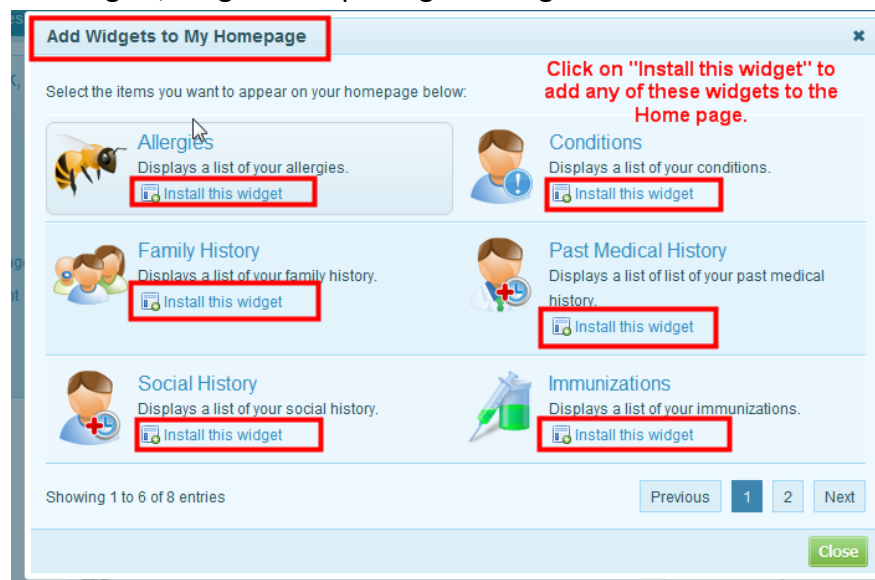
To add a widget, on the home page do the following

- Click on **Add to Homepage**



- The user will be presented with **Add widgets to my homepage** pop-up.
- Click **Install this widget** on the widget that the user wants to add to their home page.

To re-arrange the widgets, drag and drop using the widget title.



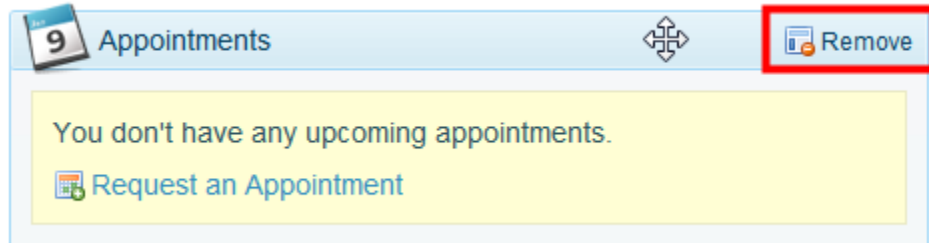
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Remove A Widget

To remove a widget, on the homepage do the following

- Hover mouse over the right-side of the title-bar of the widget that the user wants to remove
- Click **Remove**.

The widget is removed instantly.

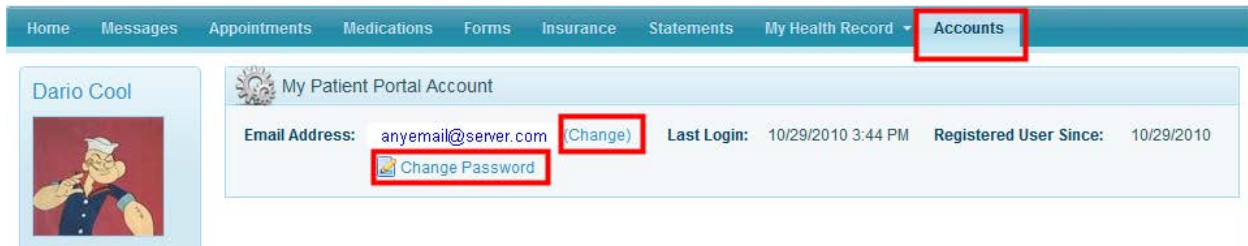


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Accounts

Through the accounts page, the user can change their email and/or Password. To change the Email and/or Password do the following on the accounts page:

- Click on **Change email and/or Password**



For security reasons the user will be prompted to enter their email address and their current password, then login again.

A screenshot of a login prompt within the InteliChart portal. It features a yellow box with the text: 'For security reasons you must provide your username and password to continue.' Below this, there are two input fields. The first is labeled 'Email:' and contains the placeholder text 'enter your email here'. The second is labeled 'Password:' and contains the placeholder text 'Enter your password here'. Below the password field is a 'Login' button with a padlock icon, which is highlighted with a red box. At the bottom of the prompt is a blue link that says 'Forgot your password?'.

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The user will enter the new password, then confirm the new password and click “Change Password”.

Passw0rds cannot begin with a special character and must be between 8 and 30 characters in length and include 1 number and 1 letter.

New Password:

Enter new password

Confirm New Password:

Confirm new password

Change Password

[Cancel and return to the Patient Portal.](#)

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The password has been reset.

Your password has been reset.

You may now login with your new password by clicking the link below.

[Return to login page.](#)

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